

# HRS REVIEW

NEWS & INFORMATION FROM HUMAN RESOURCE SERVICES

Volume 18, Issue 17

Boise State University  
<http://hrs.boisestate.edu/>

November 2, 2011

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## Mark Your Calendar

Boise State's **TIAA-CREF Representative, David Penrose**, will be on campus Tuesday, November 29 from 8 am - 5 pm in the Cataldo Room, and Wednesday, November 30 from 8 am – 5 pm in the Cataldo Room. Rooms are located in the Student Union Building.

TIAA-CREF is currently updating their website. To schedule an appointment with David, call TIAA-CREF at 1-800-732-8353 from 8:00 am - 4:00 pm. If you have any questions, please call Human Resource Services at 426-2898.

**15th Annual Health Fair**  
Wednesday, November 16  
"Build a Stronger U"



**November 11, 2011  
Veteran's Day  
Boise State - Open**

**Reminder: All employees\* will be required to work Veteran's Day, Friday, November 11.**

- **Classified employees that work Veteran's Day will report the holiday hours worked as "HOA" on the University's Time and Labor System.**
- If you choose to take November 11th off for any reason (vacation, sick etc) please record the time off as usual in Time and Labor.

If you need additional information, contact your supervisor or the following Payroll Staff:

Denise Ooley	426-3433
Crystal Pidgeon	426-3739
Rex Hadley	426-1812
Susan Eaton	426-3192

**\*Student employees or Non Benefit Eligible Employees/Adjunct Faculty, please disregard this notice.**

## NOVEMBER & DECEMBER HEALTH INSURANCE PREMIUMS HRS Benefits Administration

During the last Legislative session, the Department of Administration was directed to provide a two month premium holiday for employees, as was done last year. On pay dates in November and December, no regular medical/dental premiums will be deducted from your paycheck, but coverage will continue with premiums for both employer and employee paid from the Department of Administration's reserve funds.

Although regular premiums will not be deducted from your paycheck, employees who require a premium adjustment because of new enrollment or change in enrollment may still see a premium deduction (or credit) during November or December to support those changes.

Normal payroll deductions for medical/dental coverage will resume on January 6, 2012. Please contact your Benefits Administrator at 426-1616 if you have any questions or concerns about this notice.

## COLONIAL LIFE ON-SITE DROP-IN SESSIONS Human Resource Services / Benefits Administration

Are you worried about paying your health plan deductible if you or your spouse were to have a heart attack or stroke or be diagnosed with an internal cancer? Supplemental health plans now include an affordable "lump sum" plans that can cover that deductible. Learn about this and other supplemental health insurance offerings from *Colonial Life* by stopping in to visit with your Boise State University Supplemental Health Benefits Specialist, Lynne Davies. Lynne will be available in the Fisher Room at the Student Union Building on Friday, November 4 from 10:00 am – 12:00 pm and on Friday, December 2 from 10:00 a.m. to 12:00 p.m.

## New Hires

**David Ferro** - Enterprise Application Systems, Web Developer

**Linda Gault** - Center for Economic Edu, Operations Manager

**David Klungle** – Center for School Improvement & Policies Studies, Administrative Assistant 1, LSA

**Kip Spittle** - Financial Aid, Financial Aid Counselor

**Timothy Welch** - University Advancement, Administrative Assistant 2

**Ami Young** - Advising & Academic Enhancement, Office Specialist 2

## Departures

**Dennis Crenshaw** - College of Arts & Sciences

**David Murakami** - Mathematics Dept

**Mark Schimmels** – Facilities, Oper & Main

**Code Spade** - Childrens Center

## Promotions

**Robert Carney** - to Interim Executive Director, Press Box/Sky Suite,

Intercollegiate Athletics

**Toni Price** – to Extended Studies, Program

Coordinator - Osher Institute

**Aubrey Williams** – to

Albertsons Library,

Administrative Assistant 2

## Retirements

**Lynn Swanson** -

Counseling Center

**Alan Virta** - Albertsons Library

## JOIN US FOR THE 2011 PROFESSIONAL FALL LUNCHEON

You are cordially invited to join the Professional Staff Association for their annual luncheon honoring the outstanding work of their colleagues, including the presentation of the Professional Staff of the Year Award.

The Luncheon will be held on Tuesday, November 15, 2011 from 11:30 am – 1:00 pm in the Simplot Ballroom, Student Union Building. This year's menu will be the Teriyaki Stir-Fry. Please RSVP to Carol Bugni at 426-1576 or [cbugni@boisestate.edu](mailto:cbugni@boisestate.edu). Please make checks payable to Boise State for \$6.00 and send to Carol's attention, Human Resource Services, MS 1265. RSVP deadline is Wednesday, November 9.

## BSUAOP'S ANNUAL HOLIDAY LUNCH & AUCTION Association of Office Professionals

Come join the fun with auctioneers Richard Klautsch and Andy Giacomazzi at the annual Holiday Lunch and Auction. Bid on great holiday gift items including hotel stays, dining certificates, activity packages, themed baskets and much more. The lively event is from 11:30 a.m.-1:30 p.m. Friday, November 11, in the Student Union, Jordan D Ballroom.

Cost is \$10 for the auction and the Idaho potato bar lunch, which includes salad, apple cobbler and a choice of beverages. Or bring your own lunch and pay nothing. A portion of the proceeds will benefit a local charity. Register for the lunch and auction by printing off [the registration form](#) and sending it to Sue Antonich at mail stop 1845 by Nov. 9.

Contact Sue Antonich at 426-1996 if you are interested in donating an item for the auction. Funds raised help support the Boise State University Association of Office Professionals.

## FEE WAIVER DEADLINE INTERSESSION & SPRING 2012 SEMESTERS DECEMBER 16, 2011 Human Resource Services / Benefits Administration

### REMINDER:

- A new tuition fee waiver form for employees, spouses, and dependent children MUST be turned in for each semester requested.
- The tuition fee waiver can be used for Intercession, but the credits for Intercession and Spring 2012 semesters are combined towards the maximum allowable credit limit.
- Any tuition fee waiver forms received after the fee waiver deadline of December 16, 2011 will be assessed a \$50 late fee.
- Remember that in order to use the dependent child fee waiver benefit, a dependent child must meet ALL THREE eligibility requirements which are: (1) is under age 26 as of the first day of the semester, (2) is unmarried, and (3) has lived with and been supported by the employee for at least half the year. The employee must also meet the following TWO eligibility requirements: (1) be a permanent Boise State employee who has completed at least five consecutive months of benefits-eligible service with the University and (2) is scheduled to work at least 20 hours per week.
- To avoid the late fee, you can submit a fee waiver form even if you are not enrolled in classes yet or if you are waitlisted, by filling out the form with your intended class schedule. Then, once your class schedule is finalized, all you will need to do is submit a revised fee waiver form.

Fee waiver policy and form for employees and spouses: <http://hrs.boisestate.edu/forms/feewaiver.pdf>

Fee waiver pilot program policy for dependent children:

<http://hrs.boisestate.edu/forms/DependentFeeWaiverPolicy.pdf>

Fee waiver form for dependent children: <http://hrs.boisestate.edu/forms/dependentfeewaiverform.pdf>

If you have any questions, please call Molly George at 426-2898.

## NCPERS OPEN ENROLLMENT Benefits Administration

Boise State University employees enrolled in PERSI as their retirement plan may enroll in a voluntary supplemental life insurance plan through NCPERS. Enrollment information will be sent to eligible employees by campus mail. Open Enrollment for NCPERS will continue through November 30, 2011. The enrollment form must be received in Human Resource Services, MS 1265, no later than Wednesday, November 30. For more information or enrollment forms, please contact Mary Naccarato at 426-2044.

**Continuing Professional  
Education  
SkillSoft**

<http://hrs.boisestate.edu/td/skillsoft.shtml>

**Campus Recreation**

<http://rec.boisestate.edu/>

**Current Events**

**Social Media**

**Introduction to Bike Polo**

**Drop In body Compositions**

**Cardio for Cans Fitness  
Incentive**

**Myofascial Release**

**Billiards Tournament**

**Xbox 360 Degree Football  
Tournament**

**5 on 5 Pre-Season**

**Basketball**

**Wallyball Tournament**

**Advanced Wilderness First**

**Aid**

**Healthy Holiday Eating**

**12 Days of Fitness**

**University Health Services**

<http://healthservices.boisestate.edu/>

**Current Events**

**Employee Flu Vaccine**

**For more information:**

Contact John Griffiths at

[johngriffiths@boisestate.edu](mailto:johngriffiths@boisestate.edu)

or Libby Greaney at

[libbygreaney@boisestate.edu](mailto:libbygreaney@boisestate.edu)

or call our main line at (208)  
426-1459.

**Brown Bag Lunch Series  
11/7/11 – Myofascial**

**Release**

Registration required, visit

[rec.boisestate.edu/reconline](http://rec.boisestate.edu/reconline)

to register.

**12/7/11 – Holiday Eating**

Registration required, visit

[rec.boisestate.edu/reconline](http://rec.boisestate.edu/reconline)

to register.

**Employee Wellness**

**Screenings**

**Scheduled for 11/11/11 &**

**12/9/11**

Registration required, visit

[rec.boisestate.edu/reconline](http://rec.boisestate.edu/reconline)

to register

**Nutrition Q & A**

**Tuesdays 4:30 – 5:30 pm**

**EMPLOYEE FLU VACCINE**  
**Vy Boudty-Tatum – Health & Recreation**

Flu shots are available for all employees and their insured dependents over the age of 12. The 2011 Seasonal Influenza vaccine will have an additional component added to it for the H1N1 virus.

When: Mon, Tues, Thurs, Fri 8:00 AM-5:00 PM; Wed 10:00 AM-5:00 PM

Where: Norco Building, Health Center, 2nd Floor

Fee: Insurance will be billed. \*Discounted pay rate of \$20 available for non-insured. Employee ID and insurance card required.

Appointments: Walk-in, no appointment necessary. \*While supplies last.

For more information: Contact John Griffiths at [johngriffiths@boisestate.edu](mailto:johngriffiths@boisestate.edu) or Libby Greaney at [libbygreaney@boisestate.edu](mailto:libbygreaney@boisestate.edu) or call our main line at (208) 426-1459.

**EMPLOYEE LEARNING & DEVELOPMENT**

**Jerri Mizrahi – HRS Employee Learning**

**& Development Manager**

Learning and Development offers a variety of personal and professional development sessions available to you for little or no charge. Browse our course offerings to find a session that will help you enhance or develop new skills. Course offerings include training and workshops in Software/Web Training, Time & Labor, Fiscal Procedures & Management, Communications, Personal & Professional Growth, and Supervision & Leadership. In addition, SkillSoft, Books 24x7 offers Boise State employees **FREE** access to over 800 on-line courses in business and software skills. To browse and register for classes, visit Employee Learning and Development on the Human Resource Services website.



**Defensive Driving Course (DDC)**

**Date:** Tuesday, November 29, 2011

**Time:** 8:00 am - 12:00 pm

**Location:** SUB Barnwell Room

**Fee:** No charge

**Register:** Online at: <http://cedar.boisestate.edu/hrs/workshops/login.asp> or e-mail [HREmployeeLandD@boisestate.edu](mailto:HREmployeeLandD@boisestate.edu)

Risk Management & Insurance is pleased to announce a 4-Hour Defensive Driving Course (DDC) sponsored and taught by the National Traffic Safety Institute (NTSI).

This course is again being offered to employees and students who drive University owned or leased vehicles. The Office of Risk Management and Insurance administers the program. The instructor Larry McGhee is NTSI trained and certified and has been teaching the course for the Idaho State Police.

The content of the class will focus on defensive driving of passenger vehicles, driver behavior, van safety, and life safety. Included in the 4-Hour DDC is a one hour segment that will address Van Safety and Operation of 12-Person vans and will certify those participants, **age 20 and up**, to drive University 12-Person vans.

This course is pursuant to University Policy 9160. In addition, the University receives a \$20 liability insurance premium credit from our State Insurance Administrator after course completion for all university employee participants who drive university vehicles on a regular basis.

**Please bring your driver's license and a pen or pencil to the class.**

Questions concerning the course should be directed to Sybrina Bobo, Boise State Risk Management & Insurance ext. 63610 or email [sybrinabobo@boisestate.edu](mailto:sybrinabobo@boisestate.edu).

**Other**

**Software / Web Training**

[Microsoft Publisher](#) Date: 11/15/2011 and 11/17/2011

[Getting the Most Out of Google Calendar](#) Date: 11/10/2011

[Information Security for Managers](#) Date: 11/10/2011

[Google Docs at Boise State](#) Date: 11/16/2011

[Information Security for Faculty and Researchers](#) Date: 12/8/2011

**Time & Labor**

[Time and Labor Training - noon to 1:00 PM](#) Date: 11/9/2011

[Time and Labor Training - 9:00 - 10:00 AM](#) Date: 12/7/2011

Boise State University prohibits discrimination in educational and employment opportunities, services, and benefits on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, or sexual orientation. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the Office of Equal Employment Opportunity and Affirmative Action at (208) 426-1979. For inquiries specifically related to sex discrimination and/or Title IX of the Education Amendments of 1972, please visit our website at <http://www.boisestate.edu/generalcounsel/titleix.shtml> or call Kendra Smith, Title IX Coordinator, at (208) 426-4407.

#### Fiscal Procedures & Management

[Purchasing 101](#) Date: 11/16/2011

[P-Card Holder Review Session](#) Date: 11/17/2011

[Budget Office Updates](#) Date: 11/30/2011

#### Communications

[Beneficial Feedback For A Change](#) Date: 11/8/2011

[Designing Effective Surveys](#) Date: 11/9/2011

[Train the Trainer](#) Date: 11/9/2011 and 11/17/2011

[Think This Not That](#) Date: 12/7/2011

#### Health & Wellness

[Self-Defense Training](#) Date: 11/10/2011

#### Personal & Professional Growth

[Focused Thinking and Actions](#) Date: 11/15/2011

[Dealing with Difficult People: Getting what you want from People you Don't get Along with](#) 12/6/2011

[Information Security for Faculty and Researchers](#) Date: 12/8/2011

### VACANCIES

Boise State University is a State agency and must hire Classified positions through the Division of Human Resources (DHR). Current vacancies at Boise State are listed below. For more information regarding state job openings, see the Division of Human Resources website at: <http://dhr.idaho.gov/>.

You must currently work for the State of Idaho as a permanent employee eligible to transfer or your name must be within the top 25 listed on the appropriate Division of Human Resources register to apply for the positions listed below. **Job announcements are current and updated on our website located at:** <http://hrs.boisestate.edu/joblistings/classified/>. Announcements listed may be used to fill both current and future vacancies.

Call **Jordy LePiane** at **426-1536** for additional information regarding **Classified positions**.

**Professional Staff and Faculty Positions:** Call **Michelle Berard**,

**426-3170**, or visit Human Resource Services / Employment's website at

<http://hrs.boisestate.edu/employmentservices/> for position descriptions and information regarding Professional Staff and Faculty positions. Visit <http://hrs.boisestate.edu/joblistings/professional/> and <http://hrs.boisestate.edu/joblistings/faculty/> for current openings.

### OPPORTUNITIES OPEN TO THE PUBLIC Announcements Currently Open on the State Web Site

- Financial Technician – Upward Bound

### TRANSFER OPPORTUNITIES FOR CURRENT BSU EMPLOYEES

- Administrative Assistant 2 – Center for School Improvement
- Custodian – Facilities, Operations & Maintenance
- Custodian, Leadworker – Taco Bell Arena
- Financial Technician – English Department
- Licensed Practical Nurse – University Health Services
- Office Specialist 1 – Morrison Center
- Personnel Technician – Human Resource Services
- Program Information Coordinator - Admissions
- Senior Maintenance Craftsman – Facilities, Operations & Maintenance
- University Shop Assistant – Art department